EMPLOYEE NOTICE OF DISCIPLINE

Employee	Work Location	Date of Discipline Action Given
A.Cairel	Christopher	Sept. 2024
Employee ID #	**Date of Occurrence**	**Supervisor Issuing Action**
badge 186	Sept. 2024	Chief Southerd

Violations

- ☐ Attendance
  - ☐ Unauthorized Absence
  - ☐ Tardiness
- ☐ Insubordination
- ☐ Conduct
- ☐ Endangerment to others
- ☐ Vile, Foul or Abusive Language
- ☐ Safety/Carelessness
- ☐ Willful Damage to City Property
- ☐ Harassment
- ☐ Falsification of Documentation
- ■ Other
- ☐ Violation of City Policy (indicate policy)

Violation Statement (attach any supporting documentation)

Date of Violation: Sept. 2024

Place of Violation: On patrol christopher and mutual aid towns.

Statement of Violation: OfficerCairel had a civilian ride-a-long without background check and policy reads Chief has to also aprove the ride-a-long due to liability to the city.

Signature by Supervisor Issuing Action | Date | Chief — Position

Disciplinary Action

- ■ Oral Reprimand
- ☐ Written Reprimand
- ☐ Sent Home w/out Pay
- ☐ Suspension without pay ____ day's
- ☐ Administrative Leave w/Pay
- ☐ Recommendation for Termination

Corrective Actions to be taken

Correction Actions/Timeframe:

☒ I have read this Notice of Discipline and understand it. (Employee needs to sign each page of supporting documentation also to verify they have been made aware of that)

☐ Employee refused to sign this form and all attached documentation.

Employee's Signature _____ Date 10/15/24

Supervisor's Signature _____ Date 10/15/24

The above disciplinary action has been noted and this form will be made part of the above employee's permanent file, as of this date.

Department Head — Date

Disciplinary Report Form*

Employee Name: Andrew Cairel	**Job Title:** Patrol officer
Department: Police dept	**Supervisor:** Chief William Southerd
Date/Time of Occurrence: Sept. 2024	**Location:** Christopher, IL.

Type of Offense:

☐ Absenteeism	☐ Tardiness	☐ Leaving work without permission
☐ Misuse of property/equipment	☐ Theft or fraud	☐ Leaking confidential information
☐ Lying or cheating	☐ Falsifying documents	☐ Unsafe behavior/horseplay
☐ Poor work quality	☐ Poor work quantity	☐ Smoking in undesignated area
☐ Poor hygiene	☐ Posting items without permission	☐ Fighting or creating conflict
☐ Using inappropriate language	☐ Rudeness	☐ Abusiveness
☐ Bringing weapon onsite	☐ Bringing illegal drugs/alcohol onsite	☐ Failing to follow instructions
☐ Sleeping on the job	☐ Disregarding dress code	☒ Other

Facts of Incident: (Attach additional page if necessary) The Evening In Question, officer A. Cairel had a Ride-a-long passenger In His Squad Car. The Policy of the program the Individual has to be approved by the Chief and the officer has paper work to present to the Chief before some one Can Ride-a-Long-

~~Past~~ Disciplinary Action:
Date Sept. 2024 Type Verbal Was written report prepared? Yes__ No__
Details:

Past Disciplinary Action:
Date Type Was written report prepared? Yes__ No__
Details:

Consequence if incident occurs again:

Completed by: Date:

Employee Statement regarding facts of incident: (attach additional page if necessary)

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by following instructions in the Staff Handbook.

Employee Signature Date:

Witness Signature (if any) Date:

*Complete immediately and forward within three (3) business days to: Director of Human Resources

HR Form/12/2013